

Visiting Electives Frequently Asked Questions

Contents

1) How do I find the UGME Electives Office for registration on the first day of my elective?	2
2) Do I need to attend registration on the first day of my elective?	2
3) I do not know where to go or who to meet for my elective. What do I do now?	2
4) I need to miss a few days of my confirmed electives...is this okay?	3
5) How will my security access be arranged?	3
6) Will I need scrubs for my elective? Where and how do I access them?.....	3
7) I need computer access to a different system. How can this be arranged?.....	3
8) My home school requires an evaluation to be completed at the end of my elective. How can I ensure this is completed?	4
9) The evaluation cannot be returned to my home school by me. Can the UGME Electives Office help me with this?.....	4
10) Who can I contact if I am having issues during my elective?	4

1) How do I find the UGME Electives Office for registration on the first day of my elective?

- The UGME Electives Office is located on the third floor of the Michael G. DeGroot Centre for Learning (MDCL), room 3101.
- If you are parking at McMaster University Medical Centre (MUMC) in the underground parkade, please park in the blue section (MUMC is colour coded: purple, blue, red and yellow).
- Take the elevator to the second floor and turn to your immediate right, and then to your next immediate left. Turning left down the hallway will take you on the MDCL Bridge, the skywalk from MUMC to the second floor of MDCL.
- Continue down the hallway until you see the non-service elevators on your right hand side. Take these elevators to the 3rd floor.
- When stepping out of the elevator, continue straight down the hall and take your second left.
- Continue to the very end of the hall. The Undergraduate Medical Education Office is located in 3101.
- Please have a seat in our waiting room. A member of the Electives Team will be with you shortly.

2) Do I need to attend registration on the first day of my elective?

- YES! Without registration visiting students will not have an ID badge, security, computer, or ScrubEx access.
- Exceptions: If you are undertaking an elective at either of our regional sites (Waterloo or Niagara) or in Family Medicine at any site, you do not need to arrive for registration at MDCL. In this case, simply go to your designated elective site.
- If you are unable to attend registration, you must notify our office at mdelectvisiting@mcmaster.ca no later than 5 business days prior to the start of your elective.

3) I do not know where to go or who to meet for my elective. What do I do now?

- Your placement contact or preceptor will reach out to you at least two weeks prior to your start date. If you do not receive the specifics of your elective at this time, please contact our Visiting Electives Assistant at mdelectvisiting@mcmaster.ca no later than 5 business days prior to the start of your elective. Do not arrive for registration without your elective details.

4) I need to miss a few days of my confirmed electives...is this okay?

- Only in exception circumstances will absences from confirmed electives be permitted. All requests for missed time must be submitted to mdelectvisiting@mcmaster.ca as soon as they are known. The UGME Electives Office will then communicate directly with your placement contacts/preceptor to determine whether the absences will be permitted.
- In some cases we will cancel the elective if the absence is not valid or too much time is missed from the elective.

5) How will my security access be arranged?

- Upon arriving at registration, your access card will be activated
- As an undergraduate visiting elective learner, you will only receive access to specific areas at your site that have been deemed necessary by your specialty/subspecialty. Please note, you will not be given access to any additional areas.
- It can take up to 24 hours for your access card to be activated. If you still do not have security access after this time, please contact mdelectvisiting@mcmaster.ca.

6) Will I need scrubs for my elective? Where and how do I access them?

- There are ScrubEx machines located at every hospital. ScrubEx machines are a “tap activated” automatic scrub dispensing machine, which resembles a big vending machine for scrubs. During registration your access card will be activated to provide you with access to the specific ScrubEx machines at the hospital(s) at which you have been placed.
- It can take up to 24 hours for your access card to be activated. If you still do not have access to the ScrubEx machined after this time, please contact mdelectvisiting@mcmaster.ca.

7) I need computer access to a different system. How can this be arranged?

- As an undergraduate visiting elective learner, you will only receive access to specific computer systems that have been deemed necessary by your specialty/subspecialty. In some cases, residents, fellows, and/or preceptors will have access to different systems, and may indicate visiting elective students also need access. Please note, you will not be given access to any additional systems.
- Computer access to patient files will **not** be granted prior to the start date of your elective, and will be terminated once your elective has concluded. **Please do not reach out to IT or your placement contact in an effort to arrange computer access on your own.**

8) My home school requires an evaluation to be completed at the end of my elective. How can I ensure this is completed?

- Please inform your preceptor of your evaluation needs on the first day of your elective. The UGME Electives Office strongly recommends asking your preceptor to complete this evaluation with you prior to your departure, as part of a larger discussion regarding elective feedback.
- It is the visiting student's responsibility to ensure the evaluation is complete.

9) The evaluation cannot be returned to my home school by me. Can the UGME Electives Office help me with this?

- The UGME Electives Office would be happy to assist visiting students with returning the evaluation to your home school, as long as the evaluation is complete and we are provided with a stamped and addressed envelope (if the evaluation needs to be mailed).

10) Who can I contact if I am having issues during my elective?

- Your first point of contact with administrative issues should be the UGME Electives Office at mdelectvisiting.ca.
- If you are experiencing issues with your clinical experience, please reach out either to the UGME Electives Office or your placement contact/preceptor.